

JOINT COMMISSION ON SHARED SERVICES INITIATIVES

Minutes – December 6, 2012

COMMITTEE: Joint Commission on Shared Services Initiatives

DATE: December 6, 2012 **TIME:** 7:30 a.m. **LOCATION:** North Conference Room, City Hall

COMMITTEE VICE CHAIR: Dave Duax **RECORDER:** Linda DesForge

Commission Members Present:

City Council: Dave Duax, Kerry Kincaid
County Board: Gregg Moore, Gerald Wilkie
School Board: Carol Craig, Kathryn Duax, Brent Wogahn
Commission Members Absent: Colleen Bates, Jackie Pavelski
Staff Present: Tom McCarty, Russell Van Gompel, Dale Peters, Frank Draxler, Dave Hayden, John LeBrun, Angie Harmon, Linda DesForge

AGENDA ITEM #1: Call to Order.

Commission Chair Dave Duax called the meeting to order at 7:31 a.m. The Commission members welcomed the new City Manager, Russell Van Gompel, to the meeting.

AGENDA ITEM #2: Approval of Minutes of Joint Commission on Shared Services Initiatives meeting of September 27, 2012.

ACTION: Gregg Moore made a motion to approve the minutes as presented. Brent Wogahn seconded the motion and the motion carried.

AGENDA ITEM #3: Report, update and discussion of the joint health care project.

Handout: Health Insurance Review – Defining the Current State

Dale Peters reviewed the handout with the Commission. He explained that the purpose of this study is to bring honest discussion to the table. Some of the information is background, which will assist the group. This report is very preliminary at this time with its focus being to update the Commission members.

AGENDA ITEM #4: Narrowband project update and discussion.

***Handouts: Network Topology
WiMax/Narrowband Tower Update***

Work on this project began 18 months ago. Frank Draxler informed the Commission that the bids have been received and will be presented at the December meetings of the City Council, County's Committee on Administration, and the County Board.

The Commission discussed the FCC-issued mandate to transfer from wideband to narrowband by January of 2013. Those municipalities that have switched over have noticed a significant reduction in the system. We submitted a waiver in July. It was suggested that the team contact the School District, since they are having trouble with their radio systems also. Frank Draxler will contact Mr. Kramer at the School District.

John LeBrun updated the Commission on the progress of the towers in the immediate area, as well as the coverage.

It was the consensus of the Commission that it is in the best interest of everyone that all those involved with this project work together to come up with a system to provide optimal service. The Commission affirmed its commitment to work together through the jurisdictions, including the Chippewa Valley Regional Airport Commission.

AGENDA ITEM #5: Discussion and review of the progress dashboard for the priority projects for 2012-2014.

Handout: JCSSI Dashboard of Priority Projects

Tom McCarty summarized the handout. The Commission discussed the projects on the list, as well as which staff members were involved. Some of the items on the radar would be the Health Department, and the School District building. It may be helpful to hear from the City and School District regarding the condition of their buildings.

It is important that the Commission remain proactive with visionary leadership.

AGENDA ITEM #6: Review of draft results of the service optimization matrix analysis for potential new projects:

- (a) Regional park land operations**
- (b) Centrally-located secure evidence and record storage**
- (c) Garbage collection – opportunities for collaboration**
- (d) School nursing needs of the Eau Claire Area School District**

Handout: Draft Matrix

Tom McCarty explained the draft matrix to Commission members. Concern was expressed regarding the availability of staff members for these projects, since some staff members would be working on more than one project.

It was suggested to create a list of ideas that could be considered at the September 2013 meeting of the Commission. In the meantime, administrators should encourage directors to meet informally.

AGENDA ITEM #7: Discussion of elected official emergency management training opportunities (Incident Command System).

Tom McCarty referred back to the June 2010 Incident Command training. Rick Merryfield, who provided the last training, still provides training and is willing to present the training at no cost. The Commission decided on a tentative date of January 14 for the three-hour training, preferably in the afternoon or evening. Once the final date and time has been finalized, an invitation will be sent to all elected officials, and a press release will be sent to media.

AGENDA ITEM #8: Discussion of future meeting dates and locations.

The Commission decided on the dates listed below under “future meeting dates”. Potential items for future agendas:

- Dashboard – report from the three administrators on various needs.
- Draft Charter on Item #6 (Share Administrative Space & Facilities)
- Discussion on whether elected officials should take part in work groups.
- White Paper on shared use of government facilities.

AGENDA ITEM #9: Adjournment.

ACTION: Brent Wogahn made a motion to adjourn the meeting. The motion was seconded by Kathryn Duax and passed unanimously.

The meeting adjourned at 9:34 a.m.

FUTURE MEETING DATES:	TIME:	LOCATION:
Thursday, January 31	7:30 a.m.	Courthouse, Room 2550
Thursday, March 28	7:30 a.m.	North Conference Room, City Hall
Thursday May 23	7:30 a.m.	Courthouse, Room 2550
Thursday, July 25	7:30 a.m.	North Conference Room, City Hall
Thursday, September 26	7:30 a.m.	Courthouse, Room 2550
November (Date TBD)	7:30 a.m.	North Conference Room, City Hall